

# LBNL Adjustable Height Desk Request Form

## Process for getting an adjustable height desk on loan:

1. Ergo Evaluator reviews the user's work area and determines that an adjustable height desk is an appropriate solution for user's current problems.
2. Ergo Evaluator fills out the following form and faxes it to the Warehouse @ **x4898** to request a loaner adjustable height desk
3. Ergo Evaluator arranges for Facilities Laborers to move any existing equipment & furniture to accommodate the adjustable height desk (Transportation will not move other furniture and items).
4. Warehouse delivers a loaner adjustable height desk to the User's location via Transportation within a week of the request. The user notifies the Ergo Evaluator that the desk has been delivered as soon as it is in place.
5. Ergo Evaluator reviews the installation and advises the user on how to adjust the desk (to be done within 1 week of sending request to the Warehouse).
6. After the User has had the loaner desk for one week, the Warehouse will call to determine if the user wants to keep the desk or return it.
7. If the user elects to keep the loaner desk, the Warehouse will process this form and bill the cost of the desk to the account number provided.
8. If the user elects not to purchase the loaner, the Warehouse will immediately arrange for Transportation to pick up the desk and return it to the loaner program. **NO EXTENSION PAST THE ONE-WEEK LOAN PERIOD WILL BE ALLOWED.**
9. An active account number must be provided. It will only be charged if the user elects to keep the loaner desk or if the user is responsible for the inability of the loaner desk to return to the loaner program.

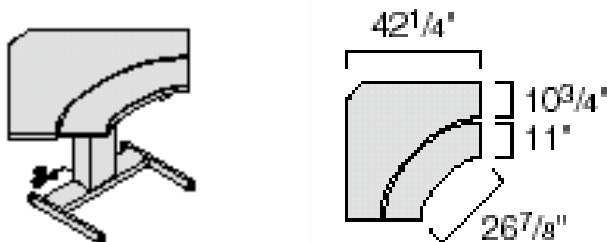
Requested by (Ergo Evaluator's Name)	User's Name	User's Employee #	User's Bldg/Room #	User's Phone #	Account #	Account Approver

Shaded boxes for Warehouse use.

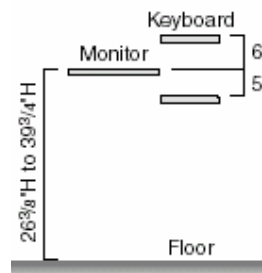
	Stores #	Description	Color Specifications	Price	Loan Date	Return Date
<input type="checkbox"/>	7110-91105	<b>CORNER DUAL HEIGHT ADJUSTABLE HEIGHT DESK</b> Model #QOECDC45 – Series 9000 Options Adjustable Height Work Surface, Electric, dual height, corner, 45" nominal width & depth.	Paint:: 4606 Mist Edge: 6636 Mist Top: 2824 Smoke Speckle	\$960		
<input type="checkbox"/>	7110-91106	<b>STRAIGHT DUAL HEIGHT ADJUSTABLE HEIGHT DESK</b> Model #QOECDS45 – Series 9000 Options Adjustable Height Work Surface, Electric, dual height, nominal 45" width & 30" depth.	Paint:: 4606 Mist Edge: 6636 Mist Top: 2824 Smoke Speckle	\$912		

Adjustable Desk Loaner Form 11-04

AHD-1 – CORNER DESK



HEIGHT ADJUSTABILITY



AHD-2 – STRAIGHT DESK

